

Who we are and what we do:

The Tennessee Motor Vehicle Commission is committed to the uniform and impartial application of the Tennessee Dealer-Manufacturer Licensing Laws, Rules, and Regulations.

The Motor Vehicle Commission licenses and regulates motor vehicle dealers, manufacturer/distributors, salespersons, motor vehicle auctions, and automotive dismantlers and recyclers.

These regulations empower consumers while allowing all dealers to compete for business on a level playing field.

How you make a difference in this role:

The Executive Director of the Motor Vehicle Commission will be responsible for overseeing the daily operations and the execution of licensing functions and process improvements for the Commission.

Regulatory Board Executive Director
Motor Vehicle Commission
Tennessee Department of Commerce & Insurance
500 James Robertson Pkwy, Nashville, TN 37243
Monthly Salary: \$5,259-\$9,466

Key Responsibilities:

- Implements Commission decisions, policies, and procedures; is charged with the execution of the work of the Commission in accordance with all laws and rules that regulate the profession in Tennessee.
- Manages and supervises the daily operations and staff of the Motor Vehicle Commission in all functions including, but not limited to processing applications, complaints, regulation, and continued education.
- Ensures efficient and timely licensing by identifying and implementing effective licensing processes.
- Monitors staff performance and provides timely feedback concerning performance of assigned job duties.
- Plans and coordinates all Commission meetings in consultation with the MVC board chair. Develops and prepares meeting minutes in collaboration with the Commission Chairs.
- Provides Commission members with the necessary information needed to fulfill their regulatory duties and to keep them timely informed between meetings. Recommends policies, procedures, or actions as needed or requested by the MVC to achieve the objectives of the Commission.
- Confers with the Commission legal counsel and the Assistant Commissioner of the Regulatory Boards at agreed-on intervals and as needed to operate an efficient and effective Commission.
- Administers enforcement activities including investigations, complaints, and hearings.
- Represents the Commission and educates licensees at events across the State.

Required Experience:

- Management experience
- Exceptional written and oral communication skills
- Interpersonal skills
- Skill in establishing priorities among changing agendas and multiple parties

Preferred Experience:

- Familiarity with motor vehicle industry, franchise law, registration and titling
- Basic understanding of the Uniform Procedures Act

To apply:

Please submit your resume to Dustin.Barati@tn.gov.

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.